



## Deaf-Blind Multiple Disabilities Waiver (DBMD)

### 2023 Accountability Report

### Optional Attendant Compensation Worksheet Instructions

NOTE: This worksheet is provided for your own information and should be retained in your files for future reference.

**Do not return it to the Health and Human Services Commission.**

For assistance with the completion of this worksheet, contact the [Provider Finance Department Center for Information and Training](#)

## **OPTIONAL WORKSHEET**

All monetary calculations should be carried out to two decimal places.

This worksheet will automatically generate totals when used in Excel.

There are eight tabs within this worksheet, the eight sections are:

- Wages, Taxes, and Worker's Compensation
- Day Habilitation
- Habilitation Less than 24 Hours
- CHORE
- Supported Employment (SE)
- Employment Assistance (EA), and
- Community First Choice (CFC)

### **WAGES, TAXES, AND WORKERS' COMPENSATION – ALL PARTICIPANTS**

Enter all Attendant Staff Wages from STAIRS **Step 6c**. Sum the total and enter the result in Total Attendant Staff Wages.

Enter all STAIRS **Step 7** expenses for FICA, Unemployment Taxes, and Workers' Compensation for Attendants. Total the sum and enter the result in Total Taxes and Worker's Compensation for Attendants.

### **CALCULATING TOTAL ESTIMATED RECOUPMENT**

Note: Complete Steps 1 through 6 for each applicable program within this worksheet. The Payment Rates and Attendant Cost Component are located on our website [here](#).

#### **Step 1: Units of Service**

Enter all Units of Service from STAIRS **Step 5a** for each applicable period. Four periods have been included for your convenience. Total the Units of Service and enter the sum into Total Units of Service.

## **Step 2: Attendant Expenses**

Enter Employee Benefits, Mileage Reimbursement, and Contract Labor in Step 2. Staff Wages will automatically carry over from the Wages, Taxes, and Workers' Comp tab of this worksheet.

The Total Attendant Cost is the sum of all expenses.

## **Step 3: Calculate Attendant Cost Per Unit**

Divide Total Attendant Costs by the Total Units of Service. The result of this calculation is the estimated Attendant Cost per Unit.

## **Step 4: Calculate Weighted Average Attendant Rate**

Enter the Rate Enhancement Participant levels for this report in the appropriate rate period.

Enter Units of Service for the appropriate rate periods. Enter the applicable attendant rate for the corresponding rate periods. Multiply the Units of Service by the Attendant Rate for each period, adding them together and entering the sum in Total Revenue.

Divide the amount from Total Revenue by the Total Units of Service. Enter the result in Weighted Average Rate.

## **Step 5: Calculate Spending Requirement**

Multiply the Weighted Average Rate by 0.90, and enter the product in Spending Requirement.

## **Step 6: Calculate Estimated Recoupment Per Unit of Service**

Subtract the Cost Per Unit from the Spending Requirement. Enter the result in Potential Recoup Per Unit.

Multiply the Potential Recoup Per Unit by the Medicaid Only Units of Service. The result is the Estimated Total Recoupment.

This is your **estimated recoupment per unit of service**. Note that this estimate is based on the information reported in this Report. If this information is not accurate, your estimated recoupment will not be accurate.

**Check all calculations to ensure accuracy.**